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## Nation's Business

Published by the Chamber of Commerce of the United States

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This free set of manuals shows how to master the skills that have taken other executives to the top -

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- Volume 1: "Managing Yourself" -- how to increase and improve your executive qualifications
- Volume 2: 'Managing Your People' -- how to win the respect, loyalty and cooperation of employees
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-Director

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-Assistant to the President

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—Sales Manager

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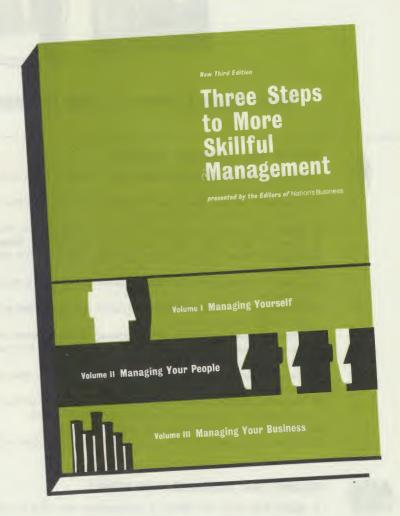
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See Inside for Complete Outline of Contents







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# A wealth of practical information and ideas in the three major areas of executive responsibility



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- 4. How To Sell Your Ideas—guides for putting your ideas across.
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- 8. Throw Away Your Business Grammar—and write more effectively.
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- 11. Make The Most Of Your Promotion—moving up the ladder can bring problems too . . . and here's how you can overcome them.
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- 13. Think Your Way To Success—guidelines to productive thinking.



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- How To Cope With Problem Executives—shows you how to turn headaches into assets.
- 13. Free The Man Who's Boxed In—how to tap undeveloped potential.

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